

DEPUTY SHERIFF

FUNCTION OF THE JOB

Under supervision, to enforce Federal, State, and County laws and ordinances consistent with policies, rules, and regulations of the Department. Patrols County roads and highways to ensure the peace and safety; maintains order and security in courtrooms and county facilities; serves civil process and warrants, and performs other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Ensures the peace and safety of the public through enforcement of laws, ordinances, and departmental policies
2. Patrols roads and highways in Waukesha County.
3. Attends court as a bailiff and preserves peace and order in courtrooms and responds to safety and security situations within County facilities as requested.
4. Responds to and conducts initial felony, misdemeanor, accident, complaint, and ordinance investigations; issues citations and makes arrests where appropriate.
5. Delivers and serves civil process papers and warrants on individuals, including transporting individuals to court or jail as directed by the warrant.
6. Provides assistance during special events, including traffic direction, crowd control, and ensures public safety.
7. Renders first aid when necessary.
8. Transports persons in custody to and from institutions or court and takes appropriate security measures to ensure custody.
9. Responds to emergency situations and assists in providing security, search and rescue operations, and makes appropriate notification to persons and agencies required to respond to given emergency situations.
10. Uses appropriate levels of force to capture, control, and detain individuals.
11. Maintains a variety of records and prepares clear and concise reports.
12. Appears in court as a witness and testifies concerning law enforcement actions and investigations.
13. Establishes and maintains effective public and working relationships.
14. Represents the department and make presentations on law enforcement activities including crime prevention, safety, security, and department services to school and community groups.
15. Performs other duties as necessary.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Considerable knowledge of modern law enforcement principles and practices.
2. Considerable knowledge of Federal, State, and County laws and regulations.
3. Considerable knowledge of courtroom policies, procedures; and processes.
4. Considerable knowledge of statutory provisions relating to arrest, search and seizure; methods employed in the detection and apprehension of criminals and traffic offenders.
5. Working knowledge of occupational hazards and safe work practices.
6. Working knowledge of the basic principles of first aid.
7. Ability to learn and effectively apply principles, techniques, methods and practices and to properly use law enforcement equipment.
8. Ability to effectively communicate, understand, and follow written and oral instructions.

QUALIFICATIONS

Essential Knowledge and Abilities (cont.)

9. Ability to act quickly and calmly in emergency situations and to handle difficult and complex situations within established legal and procedural guidelines.
10. Ability to learn and effectively apply emergency first aid practices and procedures.
11. Ability to make sound decisions and use good judgment.
12. Ability to maintain accurate and complete records and prepare clear and concise reports.
13. Ability to establish and maintain effective working relationships with other employees and the public.

Training and Experience

1. Graduation from high school and GED Equivalent.
2. Sixty (60) semester credits of post high school education or an Associates Degree from an accredited university, college, or technical school.
3. Possession of a valid Wisconsin driver's license.
4. Applicants must meet any special requirements as to age or physical condition as established by the Sheriff's Civil Service Commission.